

Department of Treasury and Finance

TASMANIAN GOVERNMENT MOTOR VEHICLE ALLOCATION AND USE POLICY

Version 8
January 2023

Title: *Tasmanian Government Motor Vehicle Allocation and Use Policy*
© Government of Tasmania

Excerpts from this publication may be reproduced, with appropriate acknowledgement, as permitted under the Copyright Act.

Department of Treasury and Finance
Procurement, Risk and Contract Management Branch
GPO Box 147
Hobart Tasmania 7001 Australia
Telephone: (03) 6145 5008
Email: commonusecontracts@treasury.tas.gov.au
Website: www.purchasing.tas.gov.au

1 Introduction

The Tasmanian Government Motor Vehicle Allocation and Use Policy applies to all State Service agencies. It outlines specific requirements about the allocation and use of government owned motor vehicles for both operational and Executive entitlement purposes.

This Motor Vehicle Policy may be supplemented by additional agency internal policies developed to meet specific operational circumstances (see Section 6.9).

There are additional requirements governing the use of vehicles set out in the:

- Fleet Management Handbook;
- Treasurer's Instructions; and
- Driver's Responsibilities Brochure.

Links to this information are provided at the end of this document.

The Department of Treasury and Finance is responsible for administering the Motor Vehicle Policy, alongside its management of the whole of government Passenger and Light Commercial Motor Vehicle (V672) Contract and the Fleet Management Agreement.

Any agency queries in relation to this policy should be directed to the Department of Treasury and Finance.

2 Principles

Government vehicles allocated for work related purposes are treated similarly to any other asset used for the effective provision of government goods and services.

Vehicle use is subject to normal considerations of efficiency, effectiveness, responsibility and equity and to appropriate standards of probity and accountability.

3 Scope of policy

This policy applies to the provision by Government of operational vehicles and private plated vehicles.

3.1 OPERATIONAL VEHICLES

Operational vehicles enable employees to conduct duties where motor vehicles are required. Operational vehicles are selected based on agency business requirements from the mandatory whole of government common-use contract (see Section 4 - Treasurer's Instructions) and exclude vehicles that are provided as part of remuneration packages.

3.2 PRIVATE PLATED VEHICLES

Private plated vehicles are provided as part of the total remuneration package for Members of Parliament, Heads of Agency, certain statutory office holders, senior executive officers and other senior appointees, including judges, magistrates and senior medical officers (in this policy, an 'Executive').

Alternatively, in some cases, subject to any Employment Direction or legislative provision, Executives may be able choose a vehicle allowance as part of their total remuneration package.

4 Treasurer's Instructions

4.1 WHOLE OF GOVERNMENT COMMON USE CONTRACTS

In accordance with Treasurer's Instruction [PF-3](#) - *Policies Impacting on Procurement: Goods and Services* (clauses 3.3 - 3.4), agencies are required to use the whole of government passenger and light commercial motor vehicle contract for the acquisition of government vehicles.

The majority of government fleet vehicles will be purchased by the Department of Treasury and Finance and provided to agencies under the whole of government Fleet Management Agreement.

More information about the whole of government motor vehicle contracts (including details on how to order vehicles) can be obtained from the Department of Treasury and Finance's Contract Management Unit.

4.2 EXEMPTIONS

Treasurer's Instruction [PF-3](#) *Policies Impacting on Procurement: Goods and Services* provides details of the exemption process relating to:

- the purchase of vehicles that exceed the Government's maximum greenhouse carbon dioxide emission level; and
- class exemptions in relation to special purpose operational vehicles.

5 Whole of government fleet management

The Tasmanian Government owns and operates a passenger and light commercial motor vehicle fleet. The Department of Treasury and Finance purchases vehicles on behalf of individual government agencies.

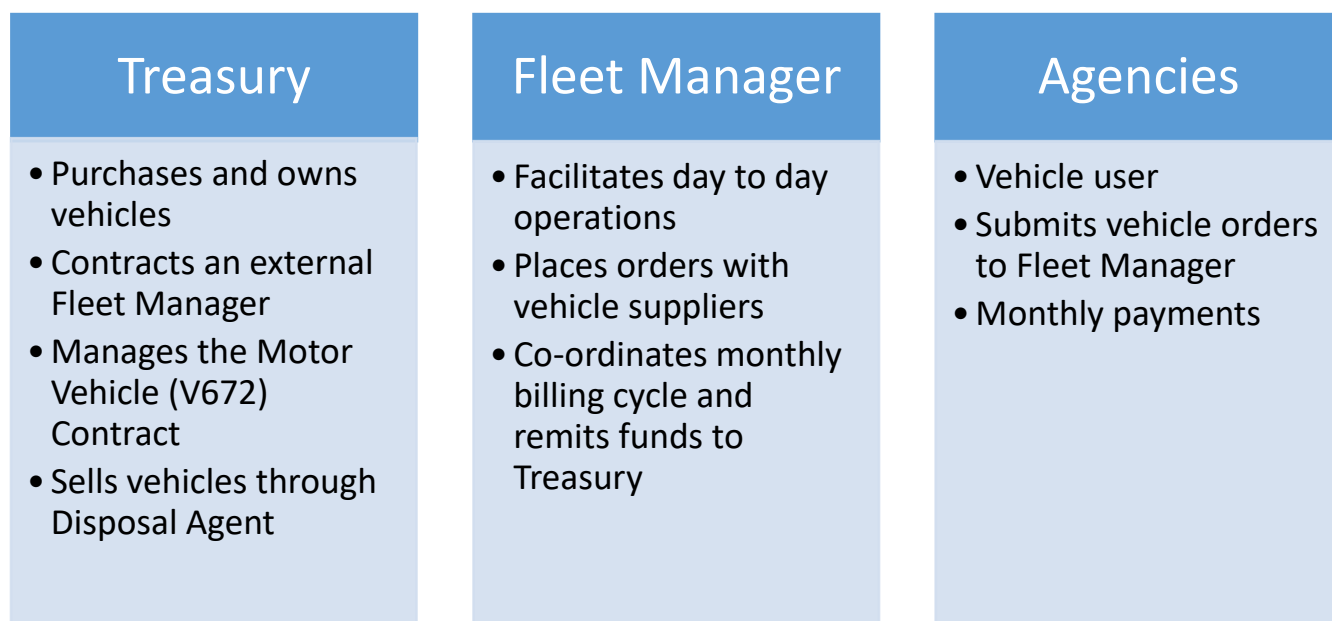
Treasury contracts an external fleet manager to manage the day to day operations of the fleet. This includes issuing agencies monthly invoices for fleet management fees, usage charges fuel costs, maintenance charges and other costs associated with operating the vehicles (see 6.1 of the Fleet Management Handbook).

The Government's standard vehicle usage term is three years or 60 000 kms. Agencies may seek approval from Treasury to vary standard usage terms, on a case by case basis.

It is expected that agencies replace vehicles at the end of their original usage term, regardless of the kilometers travelled unless there are extenuating circumstances and Treasury has provided an early return approval.

Treasury sells vehicles through the Government's Disposal Agent.

5.1 TASMANIAN GOVERNMENT FLEET MODEL SUMMARY



6 Policies applicable to the allocation and use of all vehicles

6.1 DRIVER CONDUCT

Drivers of government vehicles should be aware that their conduct on the road influences community perceptions of the State Service. It is important that the same standard of courtesy and consideration be extended to other road users, as would be expected of a Government employee in face to face contact with members of the public.

Any complaint relating to the manner in which a government vehicle has been driven should be investigated in a manner consistent with the State Service Act's Code of Conduct.

Drivers of government vehicles are required to observe all traffic laws, including regulations and by-laws relating to all aspects of motor vehicle operation in the applicable jurisdiction.

6.2 VEHICLE SAFETY REQUIREMENTS

All vehicles* on the V672 Contract must have a 5-star Australasian New Car Assessment Program safety rating or the most recently available model that has previously been 5-Star ANCAP rated and is in a period of transition to a new model awaiting ANCAP testing.

Where no operationally suitable vehicle exists, agencies can provide a business case detailing the reason/s that precludes the fulfilment of this requirement for operational purposes. Head of Agency approval of a business case is to be provided directly to the Department of Treasury and Finance.

Please note that a selection of Large Vans (over 3500kg GVM) are included on the V672 Tasmanian Government Motor Vehicle Contract. Only these selected vans are exempt from the requirement to have a 5-star Australasian New Car Assessment Program (ANCAP) safety rating.

The Department of State Growth has developed information in relation to vehicle safety features and safe driving practices. These guidelines are available from the Department of State Growth.

* *excludes trucks, buses and patient transport.*

6.3 VEHICLE EMISSION REQUIREMENTS

The Tasmanian Government is committed to transitioning its vehicle fleet to 100 per cent electric vehicles by 2030, and encouraging measures to reduce carbon emissions from the fleet.

The Tasmanian Government's maximum allowable grams of carbon dioxide per kilometre limits are currently:

- 190 CO₂ g/km for passenger vehicles; and
- 240 CO₂ g/km for light commercial vehicles.

Category A and B Executive officers may choose vehicles from the operational category, however vehicles must comply with the 190 CO₂ g/km passenger vehicle limit.

Vehicles with emissions levels above these limits will not be made available to agencies.

Treasury may provide a standing exemption or grant exemptions on a case by case basis to this policy where operational requirements are justified.

6.4 VEHICLE INSURANCE

On the condition that there is compliance with the terms of this policy, the Tasmanian Government's self-insurance arrangement, the Tasmanian Risk Management Fund will provide cover for loss of or damage to Fund participant's government vehicles and any associated third party property damage, subject to the following exclusions:

- normal wear and tear, including rust or corrosion;
- motor vehicle breakdowns, either mechanical or electronic;
- privately owned, hired or borrowed vehicles;
- fixed accessories/modifications fitted subsequent to ordering a government vehicle; and
- any associated third party property damage for which a non-government employee is legally liable when driving a government vehicle, with the exception of family usage of a private plated vehicle provided as part of a remuneration package (see Section 8.4) or where Head of Agency approval has been granted for a non-government employee to drive a government vehicle (see Section 7.3).

Further information on the cover provided and claims processes can be found on the Tasmanian Risk Management Fund section of the Department of Treasury and Finance website at <https://www.treasury.tas.gov.au/tasmanian-risk-management-fund>.

6.5 TRAFFIC OFFENCES / INFRINGEMENTS

Where a government employee is convicted of a serious driving offence, the relevant Head of Agency may decide to take disciplinary action against that employee under the State Service Act's Code of Conduct and relevant agency procedures. If the offence causes damages that result in costs to the Government and/or the victim/s, the Head of Agency may decide to recover some or all of those costs from the employee.

The agency Fleet Manager cannot avoid assigning responsibility for parking or traffic infringement notices for the reason that the driver cannot be identified.

Where a traffic offence has occurred and the driver of a Government vehicle cannot be identified, the infringement notice will be deemed to have been incurred by the normal custodian of the vehicle or the employee usually responsible for that vehicle.

6.6 VEHICLE MAINTENANCE

Agencies are required to manage the regular servicing, repair and maintenance of the vehicles in their fleet in accordance with the manufacturer's specifications and warranty requirements.

Failure to complete scheduled servicing on time can not only void the vehicle warranty, it may create a serious occupational health and safety risk, not only for the driver and any passengers, but also for members of the public.

All government vehicles are to be maintained in a clean, safe and roadworthy condition that ensures the safety of the driver, passengers and other road users, and projects a positive public image.

6.7 DRIVER TRAINING

Agencies are encouraged to make available appropriate training to employees who are required to use government vehicles in circumstances that are outside the scope of situations and conditions covered by standard driver training and licensing.

6.8 SIZE OF MOTOR VEHICLE FLEETS

Heads of Agency are required to keep their agency's total requirement for vehicles under regular review to ensure efficient and effective resource use.

The acquisition of a motor vehicle represents a significant commitment of agency resources. When replacing existing fleet vehicles or acquiring additional vehicles, agencies should review of alternative options in the first instance. The review should include a detailed analysis of actual vehicle utilisation and alternative options should be considered for vehicles identified as underutilised.

6.9 AGENCY SPECIFIC POLICIES

Agencies may establish internal vehicle policies to meet operational or cost saving initiatives. Any agency specific policies will need to align with the Government's commitment to transition the fleet to electric vehicles by 2030.

Agencies may also consider the following when establishing their own internal policies:

- internal carpooling arrangements to maximise the efficient use of vehicles;
- agency identification on vehicles;
- record keeping by vehicle users;
- management and approval of private use of operational vehicles;
- occupational health and safety issues;
- use of telematics;
- use of fuel cards;
- parking and home garaging; and
- use of the vehicle hire and drive contract, in replace of leasing fleet vehicles.

6.10 DANGEROUS GOODS

Agencies are advised to review their internal Work Health and Safety policy in relation to the transport of dangerous goods in government vehicles. An understanding of relevant legislation when preparing to transport such goods is required.

6.11 PURCHASE OF FUEL

Agencies are to ensure drivers use the mandatory whole of government [Petroleum Products \(P450\) Contract](#) for the supply of fuel. The Fleet Manager will insure an appropriate fuel card is available with each government vehicle.

Drivers of government vehicles must immediately report cases of lost or stolen fuel to the fleet manager.

7 Policies governing the allocation and use of operational vehicles

7.1 REGISTRATION AND OTHER FORMS OF IDENTIFICATION

Operational vehicles (less than 4.5 tonne) will be registered by the Fleet Manager as G-plated, except in cases where the Secretary, Department of Treasury and Finance has given approval for the allocation of private plates or the vehicle being replaced is already private plated (see Section 7.5). Whilst heavy vehicles over 4.5 tonne are required to have XT plates in accordance with Heavy Vehicle National Law.

G-plated vehicles will be registered in the 'G' series and carry distinctive government number plates.

With the exception of the police and emergency services, vehicles carrying additional agency identification should show the Tasmanian Government logo. Each agency has discretion to determine which of its vehicles should carry a logo according to the use for which the vehicle is intended.

Logos or stickers should not be applied unless they are easily removable without damage to the vehicle. For further information regarding use of logos, please refer to the Department of Premier and Cabinet Logo Policy which can be located at www.communications.tas.gov.au for use on government vehicles.

Vehicles are to be disposed of without signage or other markings fitted. Where practical, signage or other markings should not be of a type that may damage the vehicle and adversely affect its sale price.

7.2 PROVISIONAL AND LEARNING DRIVERS

Operational vehicles should only be driven by licensed government employees (including fixed term employees). Employees who have a provisional driver's licence may drive government vehicles but must display the 'P' plate when driving. Learner drivers are not permitted to drive operational vehicles.

Drivers of operational vehicles are subject to traffic laws in the same way as any other driver and remain personally liable for any breach of those laws (including parking and speeding offences).

7.3 USE BY NON-GOVERNMENT PERSONNEL

Head of Agency approval is required to authorise the use of a government vehicle by a person who is not an employee of the agency. The Head of Agency is required to record the parameters of authorised use and note the government purpose or objective for which use is authorised.

Agencies must keep accurate records to enable them to identify who was driving any government vehicle at a particular point in time.

7.4 CARRIAGE OF NON-STATE SERVICE PERSONNEL

Unless otherwise permitted by this policy document, Non-State Service personnel may only be carried in operational vehicles for business reasons or with appropriate agency authorisation, except in cases of an emergency.

Agencies should have internal policies in place covering the authorisation of the carriage of non-State Service personnel in operational vehicles for official reasons where this is a likely occurrence. Examples include official volunteers, consultants, representatives of non-government organisations, members of government boards and agency clients in defined circumstances.

7.5 PRIVATE PLATED OPERATIONAL VEHICLES

Agency operational vehicles will only be private plated when there is a pre-dominant business operational reason for doing so.

The Government Fleet Manager will not allocate a new private plated vehicle for operational purposes without written advice from the Department of Treasury and Finance of its Secretary's approval.

Agencies should ensure that the operational need for private plating is kept under regular review and the number of vehicles in this category should be kept to a minimum.

Vehicles that are private plated for operational reasons will be registered in the normal registration series and generally will carry no external evidence of government ownership.

Private plated vehicles may only be assigned to an individual where there is a contractual obligation to do so. Such obligations may only be created in strict accordance with Government policy.

Further advice on the policy should be sought from the Department of Treasury and Finance in the first instance, if necessary.

7.6 PRIVATE USE OF OPERATIONAL VEHICLES

Operational vehicles should only be used for government purposes. Exceptions may be made for incidental private use that is consistent with the Government's commitment to providing a working environment, which recognises the family responsibilities of its employees. For example, an employee who is starting from home in the morning in a government vehicle may use it to drop their children at school.

It is also recognised that official travel will often involve employees travelling outside normal working or business hours. Agency staff and managers should take a common sense approach to occasional or incidental private use of this type.

Agencies should ensure that management and approval procedures, which are appropriate to their business needs and to the family responsibilities of staff, are in place.

Complaints relating to the alleged improper private use of a government operational vehicle should be investigated in a manner consistent with the State Service Act's Code of Conduct.

7.7 HOME GARAGING OF OPERATIONAL VEHICLES

Except as provided below, operational vehicles must be garaged at official premises.

Regular home garaging of an operational vehicle may be approved in writing by a Head of Agency where:

- secure garaging facilities are not available on government premises;
- it is routinely more effective for an employee to start work directly from home; or
- an employee is on frequent out of hours call out.

Short term home garaging may also be approved on a case by case basis to allow for an early start or late return for a trip away from the normal place of work, or where an employee is on call for a limited period.

Heads of Agency must ensure that home garaging is kept to a minimum and, in the absence of operational reasons, it should not be approved if secure garaging facilities are available at the workplace.

Home garaging may be justified where it is the most effective way to meet the Government's service delivery objectives. Analysis should include consideration of the FBT implications of home garaging. In each case the agency should examine any alternatives to home garaging, such as the use of hire cars, taxi or public transport.

Long term home garaging approvals should be reviewed regularly.

8 Policies governing the allocation and use of private vehicles provided under a contract of employment

8.1 VEHICLE ENTITLEMENTS

The range of vehicles Executives can choose from is determined by the Department of Treasury and Finance and made available through the whole of government Passenger and Light Commercial Motor Vehicle (V672) Contract.

Executive vehicles are divided into the following two categories:

Category A - Heads of Agency and specified equivalents (Judges, Magistrates, Solicitor-General, Crown Solicitor and the Director of Public Prosecutions or others with the approval of the Secretary, Department of Premier and Cabinet) and Executives paid at the base level of SES 3 or above.

Category B - Executives not included in category A, and paid at the base level of SES 1 or above.

Executives may select a vehicle from the operational category if they prefer (including operational electric vehicles) provided:

- the whole of life cost of the Executive's chosen operational vehicle falls within their category limit (see Attachment A);
- the capital cost of the selected operational vehicle does not exceed the highest priced standard vehicle within the Executive's category (the capital cost of an electric vehicle must not to be used for the purposes of this selection); and
- CO₂ emissions do not exceed allowable limits (see Section 6.3).

8.2 WHOLE OF LIFE COSTS

The allocation of vehicles to each of the categories outlined above is based on estimated monthly whole-of-life costs, calculated by the Fleet Manager. Whole of life cost components used in this calculation included capital cost (the vehicle's purchase price), Tascorp interest rate, residual value, service costs, registration, fuel consumption and management fees.

The maximum WOL monthly cost for each category is shown at Attachment A.

WOL costs can be obtained from the Fleet Manager on request.

8.3 ACCESSORY ENTITLEMENTS

Executives may choose to have the following items included when ordering a vehicle:

- metallic paint;
- towpack;
- cargo barrier;
- items of a protective nature such as – headlight protectors, cargo liners, mats; and
- safety options required to meet the agency specific WHS requirements.

In addition, Executives may also select optional extras for personal preference reasons to a total value of \$1 000. Requests for these items must be directed to the agency fleet managers.

Requests for other items will be determined on a case by case basis by the Secretary, Department of Treasury and Finance.

Heads of Agency and specified equivalents can choose leather seats (where a factory fitted option exists) without requiring approval.

8.4 FAMILY USAGE

A private plated vehicle provided as part of a remuneration package may be driven by members of the immediate family of the person to whom it is assigned. Unless extenuating circumstances exist or an emergency situation arises, this means the person's spouse and children, including those with a provisional or learners licence.

Where a person who is not a member of the immediate family is required to use the private plated vehicle, details of that person's name should be kept in the agency log book to ensure that relevant information is available in the event of an insurance claim, speeding ticket or other traffic infringement.

Provisional and learner drivers must display 'P' or 'L' plates when driving a private plated government vehicle.

8.5 VEHICLE RESTRICTIONS

A vehicle provided as a contract entitlement is available for the private use of the employee without restriction, including weekends, public holidays and periods of leave.

8.6 POOLING OF EXECUTIVE VEHICLES

As a general rule, Executive vehicles are to be made available for operational use during normal business hours. However, agencies are able to internally manage this arrangement to suit both its own operational and Executive requirements.

9 Other relevant information

9.1 FLEET MANAGEMENT HANDBOOKS

The Fleet Management Handbook provided by the Department of Treasury and Finance outlines the responsibilities of both agencies and drivers in relation to the management and operation of government vehicles.

Areas covered in the Handbook include:

- arrangements for repairs, maintenance and servicing of vehicles;

- procedures to be followed in the event of an accident, breakdown or emergency;
- vehicle selection and replacement including optional equipment, accessories and colour of vehicles;
- traffic infringements;
- fuel;
- payment of invoices; and
- the responsibilities of the Government Fleet Manager and the Department of Treasury and Finance, as Contract Manager.

The Fleet Management Handbook is available on the Contracts website at www.purchasing.tas.gov.au/contracts.

9.2 DRIVER'S RESPONSIBILITIES BROCHURE

The Driver's Responsibilities Brochure is to be placed in every government vehicle as it applies to all drivers. It outlines a series of responsibilities all drivers (both operational and executive) must be aware of.

9.3 WHOLE OF GOVERNMENT VEHICLE HIRE (V675) CONTRACT

Agencies may consider use of the [V675 Contract](#) as a cheaper alternative to leasing a vehicle from Treasury, where ad hoc, infrequent utilisation is required.

Attachment A

Maximum Senior Executive Service and Equivalent Officer Monthly Whole of Life Cost Category Limits

These allowances, and the vehicles that fall within them, are reviewed by the Department of Treasury and Finance.

Category	Maximum WOL monthly cost (Exc GST)
A Heads of Agency and specified equivalents (Judges, Magistrates, Solicitor-General, Crown Solicitor and the Director of Public Prosecutions or others with the approval of the Secretary, Department of Premier and Cabinet) and Executives paid at the base level of SES 3 or above	\$1 055
B Executives not included in category A and paid at the base level of SES 1 or above	\$ 940

Procurement, Risk and Contract Management Branch
Department of Treasury and Finance
purchasing@treasury.tas.gov.au